



Direct correspondence to:
U. S. District Court, Jury Administrator
P.O. Box 711
Montgomery, AL 36101-0711

**UNITED STATES DISTRICT COURT
JUROR INFORMATION LETTER
SOUTHERN DIVISION**

This letter explains reporting instructions and other important information. Please read it carefully and keep it until the end of your jury service. For further jury information log on to our website at www.almd.uscourts.gov. While logged on to our internet site, we encourage you to read the Handbook for Trial Juror prior to reporting for jury service.

Term of Jury Service: You are on call for a two-week period until you serve on a trial. District Court jurors for the Southern Division are selected from Coffee, Dale, Geneva, Henry, and Houston counties.

Reporting instructions: Call toll free 1-888-299-4959 on the evening before you are scheduled to report. Enter your 9-digit participant number (found above your name and address on the enclosed summons) and listen for your reporting instructions. You may call the recording anytime after 5:00 p.m. on Friday, or over the weekend until the morning of your report date. After returning your questionnaire, please wait until the week prior to your reporting date to check your status.

You must verify your reporting status after 5:00 p.m. the evening before you are scheduled to report. If you report after jury service has canceled, you will not be paid. It is your responsibility to check your reporting status each weekend and the evening before your reporting day. If you submit a request to be excused from jury duty, please verify that your request was granted by calling the automated phone system. Requests to be excused or deferred are not automatically granted. Your reporting status **MUST** be confirmed. **Failure to report to court as instructed may result in contempt of court, and you may be fined \$100 and/or imprisoned three days for noncompliance.**

Excused Days: Trips/appointments that can be rescheduled are **not** valid excuses for missing jury duty.

Payment: You will be paid \$40/day for each day of jury attendance or travel, and mileage for your round-trip travel. If you reside over eighty (80) miles from the courthouse, you may stay in a hotel the night prior to jury selection. You will be paid the current subsistence rate for expenses and a lodging receipt must be produced. Please visit our website or call the jury office for the current rate. **Juror payment checks are mailed to you within 2 weeks of the completion of your jury service.**

Courthouse Location: 100 West Troy Street, Dothan, Alabama. The courthouse is located at the corner of Troy and Foster Streets. You should report to the clerk's office, Room 202 (located on the second floor and to the left of the elevator), upon your arrival at the courthouse. **BE PREPARED TO SHOW PICTURE ID.**

Parking: There are no parking available for jurors in the courthouse parking lot; however, there are three parking facilities located near the courthouse: (1) Civic Center (which is approximately one and one-half blocks away); (2) directly across the street; and (3) approximately three blocks from the courthouse.

Courtroom Attire: Proper dress is required for jurors. **NO** shorts, tank or halter tops, or rubber sandals are allowed. You will not be paid if inappropriately dressed. Since the courtrooms tend to be cool, you may also want to bring a sweater or light jacket.

Courthouse Regulations: Cellular Telephones, cameras, pagers, lap top computers, tape recorders, weapons, pocket knives, scissors, sharp objects, mace, etc. are not allowed in the courthouse. Cameras and any type of recording devices may not be used in the courtroom.

Please recognize that while every effort will be made to utilize all prospective jurors, it is possible that you will report to the courthouse and be dismissed because the case settles before trial. The presence of a jury is a persuasive factor in dispute resolution and therefore your appearance is very important whether or not you sit on a jury.

Under Federal Law, no employer may discharge, threaten to discharge, intimidate, or coerce any permanent employee because of the employee's jury service. An employer who violates this law is subject to a penalty of \$1,000, and payment of damages and attorney fees. If you are selected for jury duty, give a copy of this letter to your employer.